

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE
MEETING 7/04

A meeting of the Academic Programs Committee was held on Thursday, 5 August 2004 at 2:15pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

Present: Mr M Belleghem, Professor G Bowes, Professor M Bryan (in the Chair), Dr M Emison, Associate Professor C Falk, Professor D Holm, Professor D Jamieson, Associate Professor N Low, Associate Professor A McDougall, Professor E Mackie, Ms L Martin, Professor P Pattison, Mrs J Reese, Professor L Sterling, Professor H Watson, Mr W Watson and Ms G Webb.

In attendance: Ms S Greve (Secretary), Associate Professor S Baker, and Mr R Hillbrich.

BUSINESS

1. Formal Matters

1.1 Apologies

Apologies were received from Associate Professor R Misson, Professor L Skene, Associate Professor P Tregloan, Associate Professor S Elliott, Professor R Brown, Professor R Slocombe and Professor P Taylor.

1.2 New member

The Chair welcomed Mr Will Watson, representative of the University of Melbourne Postgraduate Association, and Professor Glenn Bowes to their first meeting of the Committee.

1.3 New Academic Board officers

The Chair announced the newly elected Academic Board officers resulting from the resignation of Professor Rickards:

President	Professor Loane Skene
Vice-President	Professor Pip Pattison
Deputy Vice-President	Professor Geoff Stevens

2. Postgraduate Coursework Programs Sub-Committee Business

2.1 Unconfirmed Minutes of PCPSC Meeting 4/04

The Committee received and noted the unconfirmed minutes of the previous PCPSC meeting held on 30 July 2004.

2.2 PCPSC recommendations

The Committee adopted the Sub-Committee's recommendations on the following course proposals, considered at the meeting held on 30 July 2004:

- (a) New course: Postgraduate Certificate in Regulatory Management –
CONDITIONAL
- (b) New course: Postgraduate Certificate in Innovation Management –
CONDITIONAL
- (c) Postgraduate Certificate in International Studies – CONDITIONAL
- (d) Postgraduate Diploma in International Studies – CONDITIONAL
- (e) Master of International Studies – CONDITIONAL
- (f) New stream: Graduate Certificate in Engineering (Engineering Structures) –
CONDITIONAL
- (g) New stream: Graduate Diploma in Engineering (Engineering Structures) –
CONDITIONAL
- (h) New stream: Postgraduate Certificate in Engineering (Engineering Structures) –
CONDITIONAL
- (i) New stream: Postgraduate Diploma in Engineering (Engineering Structures) –
CONDITIONAL
- (j) New course: Master of Engineering Structures – CONDITIONAL
- (k) New course: Master of Engineering Science/Applied Science (Engineering
Structures) – CONDITIONAL
- (l) Change to subject names and assessment in the Graduate Certificate and Graduate
Diploma in Wine Technology and Viticulture
- (m) Change to principles of selection for the Postgraduate Certificate, Postgraduate
Diploma and Master of Physiotherapy
- (n) Cancellation of the Postgraduate Diploma in Australian Art and Culture
- (o) Cancellation of the Postgraduate Diploma in Arts Criticism
- (p) Cancellation of the Master of Arts (Science and Society)

The Chair advised that some of the course proposals were given conditional approval by PCPSC but the issues are currently being addressed by the faculties and shepherds. Those proposals would not be recommended or reported to Academic Board until the conditions were met to the satisfaction of the shepherd.

2.3 International student targets and PCPSC matters

The Sub-Committee Chair reported on discussions about the tension between international student enrolment targets and meeting APC course guidelines and standards

Professor Mackie advised that some faculties are proposing course changes that do not meet the APC guidelines, citing pressure to meet international student targets and the potential loss of students to universities with lower entry requirements and lesser academic standards as the reasons.

Ms Martin reported to members that there had been a recent change to revenue targets (which are developed in consultation with faculties) for 2005-2007 and a review of business plans to try to alleviate the pressure on faculties over the next few years. She advised that the targets are set by Planning and Budget Committee whose membership includes all Deans.

Members agreed that it is the role of PCPSC and APC to apply the guidelines and standards that have been adopted by Academic Board and that faculties should raise issues such as this at Planning and Budget Committee.

3. Minutes

3.1 Minutes of Previous Meeting

The minutes of meeting 6/04 held on 1 July 2004 were confirmed.

3.2 Action Sheet 6/04

Members noted the action sheet from meeting 6/04.

4. Matters Arising from the Minutes

4.1 Revisions to Statute 11.5

The Chair advised that he had forwarded members comments from the previous meeting to Legal Services and had since received a revised draft of the revisions to Statute 11.5. Due to the large number of items on the August agenda he had decided to defer the matter to the September meeting of the Committee.

4.2 Implementation of the review of assessment recommendations

Professor P Pattison advised that she had discussed the establishment of an implementation working group for the review of assessment with the relevant working group chairs and will present the proposed membership and terms of reference to the next meeting of the Committee for approval.

Mrs J Reese suggested that it may be more useful to have a Department Manager involved, rather than or as well as a Faculty General Manager.

Members noted that Ms L Martin has a staff member working on the changes to the statutes resulting from the review of assessment.

4.3 Addition of questions about off-campus teaching to course proposal form

The Chair reported that a set of new questions about the evaluation of off-campus teaching had been drafted and circulated to members via email. The new questions will now be added to the course proposal form.

5. Chair's Report

5.1 Teaching and Learning Quality Assurance Committee (TALQAC) Report

The Chair of TALQAC reported that there was no meeting of the Committee in July.

5.2 Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET) Report

Nil report due to the absence of the Chair of TALMET.

5.3 Report on discussions at Academic Policy Forum

The Chair reported that a number of issues were discussed at the Forum held on 30 July 2004, including a presentation about the new electronic plagiarism detection software that has been adopted by the University, "Turnitin".

6. Reports from Working Groups

6.1 Cultural Diversity in Curriculum

Members received and noted the tabled Cultural Diversity in Curriculum working group interim report, prepared by Convenor, Professor D Holm.

Professor Holm advised that student union representation will be finalised by the end of the week and that Dr Patricia McLean had also joined the working group. Professor Holm welcomed members comments on the terms of reference included in the report and advised that a final working group report should be ready by October this year.

6.2 Associate Degrees

The Chair reminded members that at the last meeting it had been agreed to set up a working group to consider the establishment of an Associate Degree in Social Sciences at the Shepparton campus. The day after the meeting, the University was advised that they were unsuccessful in securing government funding for the proposed course.

Members agreed that the proposed working group should be disbanded but also discussed whether there is still a need to consider the following outstanding issues:

- A number of faculties are keen to introduce Associate Degrees into their programs
- How will the University recognise Associate Degrees from other universities with regard to entry pathways?

Ms Martin reported that the Australian Vice-Chancellors' Committee had recently recommended to the Australian Qualification Framework that undergraduate diplomas become TAFE-only qualifications. Ms Martin agreed to try to get a copy of any related AVCC documentation and forward it to the Chair.

The Chair agreed to prepare an issues paper for consideration at the next meeting.

6.3 Impact of Assessment on Students with Disabilities

Members discussed an appropriate name for the working group and agreed on, "Assessment and Students with Disabilities".

The Chair confirmed that the following people had agree to join the working group but is still waiting on student representatives from the Student Union and UMPA:

- Associate Professor S Elliott (Convenor)
- Ms G Webb
- Mr M Brett
- Professor F Rickards
- Ms H Thomas

The Chair explained the terms of reference and sought feedback from members. The investigation of the following additional issues was suggested:

- Supplementary examinations
- Responsibility for communicating disability to faculty, lecturer etc
- Non-exam assessment
- Progress-related issues
- Special consideration

The Chair agreed to amend the terms of reference and forward the revised draft to members for their comment before the next meeting of APC.

Ms Martin suggested the development of a university-wide policy on how faculties should deal with students who receive special accommodations for assessment and then apply for special consideration directly related to the disability for which those special accommodations were granted.

6.4 Communication with Students

Ms Martin reported that the Communication with Students working group had been established and had met twice. Members noted that the working group is still without an undergraduate student representative.

Ms Martin advised that the terms of reference and membership had been discussed and members had decided to meet once a month.

7. Policy Issues

7.1 Zero point subjects

Members received a tabled paper titled Academic Credit Points and EFTSL, prepared by Ms L Martin, and a paper on the legislative context of zero point subjects, prepared by the Chair.

Ms Martin advised that the University is required by the Government to publish the price charged and EFTSL value of each subject offered by the University on the internet by 1 September 2004.

Members discussed the implications of the linkage between fee and EFTSL value for zero point subjects and a number of ways in which transition type subjects could be attached to an existing subjects that have a EFTSL value.

The Chair agreed to consider Ms Martin's paper and revise his paper for circulation to members before the next meeting. The urgency and importance of this matter was noted by the Committee.

7.2 Review of student awards process

The Chair advised that he had presented his paper on the role of APC in approving student awards to the Academic Policy Forum for feedback from Associate Deans (Academic) and Professor McPhee had requested that it be considered by Senior Executive due to the important nature of some of the issues raised. Professor Bryan will wait for feedback from Senior Executive and then report back to the Committee.

7.3 Review of the Guidelines for the Submission of Course Proposals

The Chair advised that all members, General Managers and Faculty Academic Programs officers had been given the opportunity to provide feedback and comments on the APC Guidelines for the Submission of Course Proposals (Blue Book) over the past month. Members noted that although few comments had been received the Chair, in consultation with the Secretary and Associate Professor R Misson, had decided to review and streamline the course proposal form in the first instance. A review of the Blue Book will take place after the review of the form.

7.4 Special Consideration

Members received and discussed a memo from the General Manager, Student Administration Services, advising them of amendments made to the guidelines on special consideration and proposing that applications for extensions of time in which to complete components of assessment be separate from the normal special consideration process.

The Chair raised concern that the relevant university statutes had not been updated to reflect the new on-line special consideration system. Members agreed that this issue needs to be addressed quickly before further changes to the system are made and referred the matter back to Student Administration for action.

7.5 Work Experience in Industry (WEI) Subjects

Members received and discussed a paper prepared by Ms L Martin relating to the new DEST guidelines for Work Experience in Industry (WEI) subjects.

Members noted the changes to the classification of WEI subjects and agreed to make the recommended changes to the APC Guidelines for the Submission of Course Proposals and the APC Course Proposal Form.

7.6 Variations to the Academic Year

Members received and noted the final version of Professor P Pattison's paper on variations to the academic year. Professor Pattison reported that she had revised the paper to take into account feedback from the last meeting of the Committee and the Associate Deans (Academic).

Professor Pattison explained that the major revision to the paper involved the approval of faculty requests to vary the academic year. Approval will now be carried out by the Chair of APC, on behalf of the Committee, and reported to APC and Academic Board.

Members agreed to **recommend** the new process to Academic Board for adoption.

8. New Courses

8.1 Victorian College of the Arts

8.1.1 New course: Bachelor of Music Theatre – revised proposal

The Committee agreed to **recommend** approval of the new Bachelor of Music Theatre to commence in 2006.

Secretary's Note: Subsequent to the meeting, the Victorian College of the Arts requested approval to commence the course in 2005. Approval was granted out of session by the Chair of the Committee.

9. Course Changes

9.1 Faculty of Engineering

9.1.1 Major change to the Geomatics program

The Committee **approved** the major change to the Geomatics program, involving the replacement of two core subjects (433-171 and 451-207) with two new subjects.

9.1.2 Major change to the Bachelor of Computer Science

The Committee **approved** the major change to the Bachelor of Computer Science, involving the transfer of an elective subject (433-341) to a compulsory subject.

9.1.3 Major change to the undergraduate Engineering program

The Committee **approved** the major change to the mechanical and manufacturing undergraduate engineering program, involving a reduction in the number of subjects taught by the Department and making way for students to participate in the recently approved biomedical engineering degree offered by the Faculty.

9.2 Faculty of Medicine, Dentistry and Health Sciences

9.2.1 Introduction of new compulsory level 3 subject in the psychology major

The Committee **approved** the introduction of a new compulsory level 3 subject (512-3XX *Introduction to Psychological Disorders*) into the undergraduate psychology major sequence, replacing another subject.

Faculty of Science

9.2.2 Introduction of new Honours program within the Bachelor of Science

The Committee **approved** the introduction of a new Honours program in liver transplantation and hepatobiliary research within the Bachelor of Science, subject to the faculty addressing the following a number of issues to the satisfaction of both the Faculty of Science and MDHS Shepherds.

9.2.3 Introduction of new compulsory subject in Bachelor of Optometry

The Committee **approved** the introduction of a new compulsory 100-level subject in the Bachelor of Optometry.

9.3 Faculty of Arts

9.3.1 New stream: Diploma in Arts (European Studies)

The Committee **approved** the introduction of a new stream for the Diploma in Arts (European Studies).

10. Student Awards

10.1 New awards/Major changes to awards

10.1.1 Clayton Utz Award for Dispute Management

The Committee **recommended** conditional approval of the new Clayton Utz Award in The Melbourne JD (*Juris Doctor*) Program for the subject 730-531 *Dispute Management*, subject to revision of the award name to distinguish it from the other new prize proposal.

10.1.2 Clayton Utz Award for Principles of Private Law

The Committee **recommended** conditional approval of the new Clayton Utz Award in The Melbourne JD (*Juris Doctor*) Program for the subject 730-514 *Principles of Private Law*, subject to revision of the award name to distinguish it from the other new prize proposal.

10.2 Minor changes to existing awards – for noting only

10.2.1 Cancellation of the Faculty of Science Merrillees Prize in Anatomy & Cell Biology for Histology

The Committee noted the cancellation of the Faculty of Science Merrillees Prize in Anatomy and Cell Biology for Histology and agreed to report it to Academic Board.

11. Quarterly Reports

11.1 Faculty of Economics and Commerce

The Committee **approved** the Faculty of Economics and Commerce undergraduate and postgraduate quarterly reports for the 2nd quarter of 2004.

11.2 Faculty of Arts

The Committee **approved** the Faculty of Arts postgraduate quarterly report for the 2nd quarter of 2004.

The Committee **approved** the Faculty of Arts undergraduate quarterly report for the 2nd quarter of 2004, subject to the faculty addressing all issues raised by the Shepherd.

11.3 Institute of Land and Food Resources

The Committee **approved** the Institute of Land and Food Resources quarterly report for the 2nd quarter of 2004, subject to clarification of the year level of subjects 202-304 and 202-302.

11.4 Faculty of Music

The Committee **approved** the Faculty of Music undergraduate and postgraduate quarterly reports for the 2nd quarter of 2004.

11.5 Faculty of Architecture, Building and Planning

The Committee **noted** the Faculty of Architecture, Building and Planning quarterly report for the 2nd quarter of 2004.

11.6 Faculty of Law

The Committee **approved** the Faculty of Law postgraduate and JD quarterly report for the 2nd quarter of 2004.

The Committee **approved** the Faculty of Law undergraduate quarterly report for the 2nd quarter of 2004, subject to the inclusion of a statement of total time commitment for the new subject *Corporate Banking and Finance Law*.

11.7 Faculty of Engineering

The Committee **approved** the Faculty of Engineering postgraduate quarterly report for the 2nd quarter of 2004.

The Committee **approved** the Faculty of Engineering undergraduate quarterly report for the 2nd quarter of 2004, subject to inclusion of a statement of total time commitment for new subjects and generic skills statement for subject 433-482.

12. Matters Dealt with by the Shepherd and the Chair

The Committee endorsed action taken by the Chair and/or Shepherd in approving the following urgent changes. The Committee noted that the President of the Academic Board had subsequently approved these changes on behalf of the Academic Board, as set out below:

- **Introduction of new subject in Sem2, 2004:** 460-001
- **Suspension of subject in Sem2, 2004:** 702-436, 702-519, 702-140, 482-107, 481-815, 482-606, 482-676, 482-801, 482-804, 482-890, 482-632, 482-633, 482-635, 482-637, 505-438/538, 585-892, 476-698, 476-693, 477-807, 207-326, 207-507, 750-118, 110-442, 306-219, 466-679, 107-405, 325-465, 202-250
- **Change to subject assessment in Sem2, 2004:** 730-530
- **Additions to electives list for the Master of Educational Management in Sem2, 2004:** 482-683, 482-625
- **Change to semester of entry for subject in 2004:** 950-614
- **Change to subject details in Sem2, 2004:** 513-684

13. Any other business

Nil

14. Next meeting

Thursday **2 September 2004** at 2:15pm in Jim Potter Conference Room 1, Old Physics Building.

The meeting closed at 4:10pm